



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240



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OCIO DIRECTIVE 2005-009

To: Heads of Bureaus and Offices

From: *for* W. Hord Tipton *John M. Laws*
Chief Information Officer

Subject: Implementing the Platform for Privacy Preferences Project Requirements
On Departmental Internet Websites
Due: July 29, 2005

Purpose:

The purpose of this directive is to provide direction on implementing the Platform for Privacy Preferences Project (P3P) requirements on Departmental Internet websites.

Background:

Section 208 of the E-Government Act of 2002 was enacted to ensure sufficient protections for privacy of personal information as agencies implement citizen-centered electronic Government. Certain privacy protections were directed to agency website management. The Office of Management and Budget (OMB) issued a memorandum dated September 26, 2003, (M-03-22) <http://www.whitehouse.gov/omb/memoranda/m03-22.html>) on implementing these privacy provisions.

In memorandum M-03-22, Appendix A, Section III and IV requirements were established for both a "human-readable" Privacy Policy and agency use of machine-readable technology. This machine-readable technology identified in Section IV of the memorandum alerts users automatically about whether site privacy practices match their personal privacy preferences. Such technology enables users to make an informed choice about whether to conduct business with that site. Agencies were required to report on their progress in implementing these requirements, and adopt other privacy protection tools for websites when they become available. OMB has recommended that P3P, which is an industry standard, be applied to Government websites. This is a new web privacy requirement Web Managers must consider when building websites.

Like the "human readable" privacy policy requirements OMB has issued in the past and which are now enacted in the E-Government Act, specific P3P notices must be developed to identify the specific collection and use of the information collected from Government websites (See M-03-22, Section III). Web Managers must continue to coordinate these

specific notices with their Privacy Act Officers as they have in the past and ensure that the machine-readable notice also address the specific information collected. The posting of appropriate privacy policy statements on Government websites has been the subject of a number of General Accounting Office and Inspector General reviews in the past, and future review of appropriate specific notices used on websites collecting information is anticipated.

Additional information and resources to assist in the implementation of P3P are located on the Department of the Interior's Web Council Website (www.doi.gov/Web_council).

Scope:

All bureau and office owned, operated, or funded Internet websites are required to implement machine-readable privacy policies.

Timeframe:

The Department of the Interior is required to develop a timetable for translating the privacy policies of its bureaus and offices into a standardized machine-readable format and must include this timetable in our reports to OMB. Because of the OMB requirement that agencies report the progress in implementing these requirements, please provide a bureau/office timetable for translating your privacy policies into the standardized machine-readable format by July 29, 2005. When your privacy policies in machine-readable formats are implemented in your bureau or office, please notify the Departmental Web Manager and your bureau/office Privacy Act Officer.

Contact:

If you have any questions concerning this directive, please contact me at (202) 208-6194. Web Managers may contact the Departmental Web Manager, Mr. Tom McClay at (202) 208-4527. Privacy Act Officers may contact the Departmental Privacy Officer, Ms. Marilyn Legnini at (202) 291-0868.